Toulouse Program Visa Application Process

Fall 2017, Spring 2018 and Academic Year 2017-18

-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

What You Will Need TO DO IMMEDIATELY AFTER ACCEPTANCE:

- **CONSULT** and **READ** information on the **CAMPUS FRANCE** and **CONSULATE** websites.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **APPLY IMMEDIATELY** through Campus France
- **SCHEDULE** your visa appointment (Washington DC or the French Consulate closest to your permanent address.)
- **GO TO** the Consulate of France in Washington DC (or your home consulate, if the appointment was made with it) for an in-person appointment to deliver your VISA APPLICATION.

Step 1: CAMPUS FRANCE

- **NOW!** Consult these websites: **www.info-france-usa.org** and **www.usa.campusfrance.org**.

- **Immediately**: Go to CAMPUS FRANCE to register for your PASTEL Account. You will register as a study abroad student.

- **Please note: The PASTEL video guide has not been updated to perfectly match the requirements. Follow the directions below.**

- You will be asked to upload a copy of your Acceptance/Enrollment letter. You will find this letter within your **StudioAbroad** application in the section "**Documents**". Please upload this to your PASTEL Account (even though the video tells you not to upload the letter.) You do not need to upload your transcripts.

- You will receive a registration number from CAMPUS FRANCE once your registration on the PASTEL Account is complete. **You will need this number in the future. Be sure to write down your username and password in a secure location and DO NOT LOSE IT. Password recovery can be very difficult.**

- Send a **copy** of your Acceptance/Enrollment letter AND the Campus France Application Fee (money order of $180 (*amount subject to change- check the Campus France website*) made payable to: "MCUFEU" (+ one copy of the money order) and include your CAMPUS FRANCE registration number (i.e.: U.S. --) and name in the memo) by mail to:

CAMPUS FRANCE
4101 Reservoir Road NW
Washington D.C. 20007
*money orders can be purchased at the Carlisle Post Office at 66 W. Louther St. or WalMart

- 7-10 working days after submitting your Campus France documents, start checking your CAMPUS FRANCE account daily for a confirmation e-mail.

Step 2: SCHEDULING YOUR VISA APPOINTMENT

- At the same time you submit your Campus France application, you should begin looking at the visa appointment calendar for your assigned French consulate. You may note that consulates are booked for visa appointments weeks out. **Please note:** During periods of peak activity in the consulates, especially in the summer, available slots fill up very quickly. If you have trouble getting an appointment, frequently check the consulate's online schedule in case a slot opens up due to a cancellation.

- Schedule the best appointment for you **no less than four weeks prior to your departure** for France (*this is a **minimum** suggestion!*) and no more than 90 days prior to departure. Processing times can vary greatly.
- **Be sure to give Campus France 2-3 weeks to process your documentation BEFORE your consulate appointment!**
- Once you receive the confirmation e-mail with receipt of payment through your personal CAMPUS FRANCE account (save and print copies) – you will be ready for your consulate visa appointment!

Step 3: APPLY FOR YOUR VISA IN PERSON (French Consulate in Washington D.C. noted here but check to see which consulate YOU should be using)

***Note: Documents may vary by consulate- use the documents YOUR consulate lists under the 'Requirements'**

- http://www.consulfrance-washington.org/spip.php?article385#II-Studies-in-France-for-more-than (Section II: Studies in France for more than 90 days)
- Use checklist (on the next page) in preparation for your visa appointment.
- Take ALL REQUIRED DOCUMENTATION WITH YOU!

Please contact the Center for Global Study and Engagement with any questions.

Contacts:	
Center for Global Study and Engagement (CGSE) | Dickinson College | 717.245.1341 | global@dickinson.edu	**French Consulate in Washington DC** 4101 Reservoir Road, NW Washington, DC 20007 | 202.944.6000

Dickinson in France 2, place Alphonse Jourdain 31000 | Toulouse, France 33.5.61.25.83.21 | duperron@dickinson.edu	www.consulfrance-washington.org

CHECKLIST FOR CONSULATE APPOINTMENT

Items you will need to bring with you in order to apply [Original AND one (1) Photocopy]:

Required Items	**Provided by:**	**Notes**	**Bring Original**	**Make a Copy**
'Confirmation e-mail' **AND** receipt of payment from CAMPUS FRANCE	You (via your CAMPUS FRANCE account)			1
Signed passport (and photo copy)	You	Must be valid at least 6 months AFTER the end date of the program and MUST have at least 2 blank pages to affix the visa.	1 original + 1 copy of face page	1 copy of face page only
Long-Stay Visa Application Forms	You (via consulate website)	Form found on consulate website; Print legibly in black ink.	2	1
Two (2) photographs	You	Recent, size 1.4"x1.7" or 3.5cm x 4.5cm, white background, face comprising 70-80% of photo.	2	
OFII form*	You (via consulate website)	*FOR ACADEMIC YEAR STUDENTS OR STUDENTS WHO MAY EXTEND THEIR VISA (i.e.: switch from fall-only to academic year) ONLY Form found on consulate website; complete upper part.	1	1
Proof of U.S. Residency*	You	*for non-US citizens	1	1
Proof of State Residency in geographic area for which the consulate is responsible	You	(You must bring a COLOR COPY of your Driver's License. You cannot use a passport to verify state residency.)	1	1
Letter of Acceptance (Proof of Studies in the U.S.)	CGSE			1
Financial Guarantee for a Student Visa	You (via consulate website)	*Must attach most recent bank statement and this must be NOTARIZED (Internet print-outs are acceptable as long as bank account owner's name is visible)	1	1
Airline Ticket or Reservation	You	Must show date of departure (for France) or a handwritten statement from applicant showing intended date of departure (for France). Cannot be modified if changes occur later!		
Processing Fee equal to 50 Euros	You	Visa or Mastercard ONLY.		

*check your consulate's rate of exchange and for changes in fee				
Self-addressed Pre-Paid Express Mail Envelope	You	To/From should be made out to **you** for the return of your passport & visa with postage around $18.30 in stamps.		

- Money orders and pre-paid Express Mail envelopes can be purchased at the Carlisle Post Office at 66 W. Louther St.